



State of Rhode Island and Providence Plantations
DEPARTMENT OF EDUCATION
Shepard Building
255 Westminster Street
Providence, Rhode Island 02903-3400

PETER MCWALTERS
COMMISSIONER

TO: SUPERINTENDENTS OF SCHOOLS

FROM: PETER MCWALTERS, COMMISSIONER

DATE: NOVEMBER 15, 2005

SUBJECT: **DIRECTORY INFORMATION, ACCESS TO STUDENT RECRUITING
INFORMATION,
AND PARENTAL CONSENT**

AS YOU KNOW, SCHOOLS MAY RELEASE INFORMATION CONTAINED IN A STUDENT'S EDUCATION RECORDS WITHOUT PARENTAL CONSENT WHEN THE INFORMATION IS DESIGNATED AS "DIRECTORY INFORMATION." DIRECTORY INFORMATION MAY INCLUDE, BUT IS NOT LIMITED TO: STUDENT'S NAME, ADDRESS, TELEPHONE NUMBER, DATE AND PLACE OF BIRTH, DATES OF ATTENDANCE, PARTICIPATION IN OFFICIALLY RECOGNIZED SPORTS AND ACTIVITIES, HEIGHT AND WEIGHT (FOR ATHLETIC TEAMS), AWARDS RECEIVED.

SCHOOLS MAY RELEASE THIS DIRECTORY INFORMATION IF THEY HAVE NOTIFIED PARENTS OF THE TYPES OF PERSONALLY IDENTIFIED INFORMATION THAT THE SCHOOL CONSIDERS TO BE DIRECTORY INFORMATION. NOTIFYING THEM IN A STUDENT HANDBOOK OR IN A LETTER CONSTITUTES NOTICE.

PARENTS MAY ASK THAT YOU NOT DISCLOSE ANY OR ALL OF THIS DIRECTORY INFORMATION, HOWEVER. THEREFORE, YOU MUST PROVIDE PARENTS WITH A FORM THAT ALLOWS THEM TO DO SO. THE FORM MUST LIST THE TYPES OF INFORMATION THAT YOU CONSIDER TO BE DIRECTORY INFORMATION. THE FORM MUST ALSO HAVE A REASONABLE DEADLINE FOR SUBMISSION. I AM ATTACHING A SAMPLE FORM THAT PARENTS MAY USE TO ASK THAT SCHOOLS NOT RELEASE ALL OR SOME OF THE DIRECTORY INFORMATION.

IN ADDITION, THERE ARE SPECIFIC PROVISIONS IN THE NO CHILD LEFT BEHIND ACT OF 2001 REGARDING THE RELEASE OF DIRECTORY INFORMATION TO MILITARY RECRUITERS AND INSTITUTIONS OF HIGHER EDUCATION. SCHOOLS ARE TO RELEASE THE NAMES, ADDRESSES, AND TELEPHONE LISTINGS TO MILITARY RECRUITERS AND INSTITUTIONS OF HIGHER EDUCATION. (SEC. 9528) THE LAW STATES, HOWEVER, THAT SECONDARY-SCHOOL STUDENTS AND PARENTS MAY REQUEST THAT NAMES, ADDRESSES, AND TELEPHONE LISTINGS

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Telephone (401) 222-4500 Fax (401) 222-6178 TTY 800-745-5555 Voice 800-745-6575

NOT BE RELEASED TO MILITARY RECRUITERS OR INSTITUTIONS OF HIGHER EDUCATION WITHOUT PRIOR WRITTEN PARENTAL CONSENT.

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MEMO-SUPERINTENDENTS
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YOU WILL THEREFORE NEED TO:

- INCLUDE ON THE FORM FOR PARENTS ON DIRECTORY INFORMATION AN OPPORTUNITY FOR PARENTS TO REQUEST THAT THE NAME, ADDRESS, AND TELEPHONE LISTING OF THEIR CHILD NOT BE DISTRIBUTED TO MILITARY RECRUITERS OR INSTITUTIONS OF HIGHER EDUCATION WITHOUT PRIOR WRITTEN CONSENT. (I HAVE INCLUDED THIS NOTICE ON THE ATTACHED SAMPLE FORM.)
- DISTRIBUTE A FORM TO ALL SECONDARY-STUDENTS (MIDDLE SCHOOL AND HIGH SCHOOL), GIVING THEM THE OPPORTUNITY TO REQUEST THAT THEIR NAME, ADDRESS, AND TELEPHONE LISTING NOT BE DISTRIBUTED TO MILITARY RECRUITERS OR INSTITUTIONS OF HIGHER EDUCATION WITHOUT PRIOR WRITTEN CONSENT OF THEIR PARENTS. (A SAMPLE FORM FOR STUDENTS IS ALSO ATTACHED.)

THESE FORMS AND NOTICES MUST BE DISTRIBUTED ANNUALLY. YOU MUST FIND A MEANS OF EFFECTIVELY NOTIFYING PARENTS IN THEIR PRIMARY OR HOME LANGUAGE.

ONCE YOU HAVE PREPARED FORMS FOR DISTRIBUTION TO PARENTS AND STUDENTS, PLEASE FAX COPIES TO KAREN LOVETT, OF MY OFFICE, AT 222-6178. PLEASE DO SO BY DECEMBER 30, 2005.

ATTACHMENT(S)

